

**CONFIDENTIAL**

(JULY-DEC 1959)

Chief, Management Staff

24 August 1959

Chief, Records Management Staff

Weekly Report for Week Ending 19 August 1959

1. Contributionsa. Tangible

- (1) Completed nine new and five revised forms.
- (2) One hundred and fifty-three cubic feet of inactive records were received at the Records Center from six offices.
- (3) Eighty-three cu. ft. of records were destroyed at the Records Center, 716 cu. ft. remain to be burned.
- (4) The Records Center furnished information to Agency offices involving 1461 items. This includes records returned for reference and information supplied without returning records.

b. Intangible

- (1) Evaluated three Employee Suggestions on CS Information Reports.

2. Assignments - Activea. Forms

- (1) Twelve new and twelve revised forms in process.
- ✓ (2) Teletype Dissemination Information Reports and Systems. / Arrangements completed with FI Staff, Cable Secretary, Signal Center, and Army Staff Communications to revise the present system of handling "HOF" CS Information Reports.
- (3) Revision of Dispatch Forms. /
- (4) Improved Management of Stocked Forms. |
- (5) Uniform Information Report.
- (6) New Building Project. ✓

**CONFIDENTIAL**

*BEST COPY  
Available*

6/17/98

CONFIDENTIAL

- (7) Expedited Fronting of Information Reports. ✓
- (8) Revision of Courier Receipt and Log Record; Form No. 240.
- (9) Improvement of Quality of Information Reports Production.

b. Shelf Filing

- (1) Office of Personnel. ✓
- (2) Contact Division  25X1
- (3) Office of Security. ✓
- (4) OTR. Construction of secure area completed. Shelving to be shipped from factory, 21 August.
- (5) OTR. ✓

c. Filing Systems

- (1) PHIS. ✓
- (2) Medical Staff. ✓
- (3) File System Clerical Recruitment Branch/OP. ✓ Assisted the ARO in preparing the proposed filing plan.
- (4) FE/DD/P. ✓ ARO requested assistance in establishing a more efficient system for filing reference materials.
- (5) ER/DD/P. ✓ Working with the ARO in the development of a system to house 150,000 cards so that they can be referred to more quickly than under the present system.
- (6) Watch Officer. ✓ The development of a visible type filing system is in process.

d. Records Control Schedules

- (1) Executive Registry (Revised). ✓
- (2) FI Staff (New). ✓
- (3) New Building Site. (New) ✓
- 
- (5) OSI (Revised). ✓ A revised schedule has been submitted by the ARO for our approval.

25X1

CONFIDENTIAL

e. Special Projects

- (1) Revision and Recoder of Overnight Storage Boxes. ✓
- (2) DD/P Support Records. ✓
- (3) Predecessor Agency Records. ✓
- (4) Entrance-on-Duty and Refresher Training in Filing. ✓
- (5) Demonstrator File on Subject-Mnemonic System. ✓
- (6) DD/P Trainees. ✓
- (7) Survey of Unused Safes. ✓

f. Vital Records

25X1

- (1) [ ] attended a meeting of all OCR personnel who will participate in OPERATION ALERT.

3. News

a. I attended a meeting of DD/P Records Officers. The meeting was concerned with such matters as Subject-Mnemonic Filing System, responsibility for DD/S records in DD/P areas and the definition of Functional Groups of CS Documents.

25X1

b. [ ] Deputy Clandestine Services Records Management Officer, accompanied me on a visit to the Records Center and Vital Records Repository.

c. Substantial progress is being made in OTR to reduce its records holdings as indicated by the fact that recently the ARO has transferred 43 cu. ft. of records to the Center and destroyed 42 cu. ft. at Headquarters.

25X1

Distribution:

Orig - Addressee

25X1